

# REQUEST FOR PROPOSALS

## FY2022 Social Services



The City of Columbia is seeking proposals to contract with the City to provide social services, for eligible persons, to address issues related to Basic Needs. This Request for Proposals (RFP) and related information can be accessed on the [City of Columbia social services funding web page](https://www.como.gov/health/social-services-funding/) (<https://www.como.gov/health/social-services-funding/>).

### RFP Timeline \*

RFP Issued	July 19, 2021	by Noon		
RFP Information Session	July 20, 2021	10:00 a.m.		
Deadline to Submit Letter of Intent	July 30, 2021	5:00 p.m.		
Proposal Submission Deadline	August 31, 2021	5:00 p.m.		
Notification re. Proposals Submitted	by September 1, 2021	5:00 p.m.		
Notification re. Status of Proposals	by September 3, 2021	5:00 p.m.		
Site Visits	September 7 – October 11, 2021	TBD		
<b>Split Timeline</b>	<b>Winter Emergency Shelter Capacity</b>	<b>General Basic Needs Services</b>		
Proposal Comments to Applicants	by October 13, 2021	5:00 p.m.	by October 15, 2021	5:00 p.m.
Proposal Comment Response Deadline	October 20, 2021	5:00 p.m.	October 25, 2021	5:00 p.m.
Preliminary Contract Recommendations Announced	by October 21, 2021	5:00 p.m.	by November 10, 2021	5:00 p.m.
Contracts Issued	by October 22, 2021	5:00 p.m.	by November 12, 2021	5:00 p.m.
Deadline to Return Contracts	October 29, 2021	5:00 p.m.	December 3, 2021	5:00 p.m.
City Council Consideration of Contracts	November 15, 2021	7:00 p.m.	December 20, 2021	7:00 p.m.

\* RFP timeline subject to change.

### Funding Available (subject to budget appropriations)

General Basic Needs Services	\$580,896.00
Winter Emergency Shelter Capacity	\$75,000.00

### Contract Period

General Basic Needs Services	FY2022 (January 1 - December 31, 2022) with the option to renew for one additional year (FY2023)
Winter Emergency Shelter Capacity	FY2022 (December 1 - March 31, 2022)

### Information Session

An information session on the RFP FY2022 Social Services will be held:

10:00 a.m. Tuesday, July 20, 2021

Teleconference Option	In-Person
Email <a href="mailto:humanservices@como.gov">humanservices@como.gov</a> to request link.	Department of Public Health and Human Services 1005 W. Worley St. Community Training Room

*Please Note:* Interested parties are strongly encouraged to participate in this information session.

### Contact

For questions, further information and/or accommodation related to disability, please contact the Division of Human Services:

1005 W. Worley Street P.O. Box 6015 Columbia, Missouri 65205-6015	Voice: 573.874.7488 E-mail: <a href="mailto:humanservices@como.gov">humanservices@como.gov</a> Web: <a href="https://www.como.gov/health/social-services-funding/">https://www.como.gov/health/social-services-funding/</a>
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## Attachments

Attachment 1	<i>Letter of Intent form</i>
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## Appendices

Appendix A	<i>City of Columbia Social Services Funding Guidelines</i>
Appendix B	<i>Taxonomy of Services</i>
Appendix C	<i>Common Outcomes</i>
Appendix D	<i>Social Services Proposal Rating Criteria</i>
Appendix E	<i>Standard Social Services Provider Agreement</i>
Appendix F	<i>Business Associate Agreement for Social Service Providers</i>
Appendix G	<i>Work Authorization Affidavit</i>

## 1. Intent

This document is intended to provide information to organizations seeking to propose and enter FY2022 contracts for the purchase of social services by the City of Columbia (City).

## 2. Definitions

For definitions of key terms used in this RFP, please reference Section IV. of the *City of Columbia Social Services Funding Guidelines* attached to this RFP as Appendix A.

## 3. Background

The City recognizes that in addition to physical infrastructure and public safety, it must also make an investment in the social infrastructure of our community. To this end, the City seeks to assure that adequate levels of needed and effective social services are made available to low-income residents of the City. This is accomplished through a combination of coordinating, providing, and purchasing social services. For those social services which are deemed to be necessary but cannot be provided directly by the City, the City seeks to assure the availability of these services by entering into purchase of service contracts with community-based social service providers.

## 4. Social Services Funding Guidelines

For detailed information about City social services funding, please reference the *City of Columbia Social Services Funding Guidelines* (Appendix A).

## 5. Oversight

The Human Services Commission (HSC) and Division of Human Services (DHS) advise the City Council in all matters regarding planning and contracting for, as well as evaluating the quality and effectiveness of, social services purchased by the City. The HSC is comprised of ten citizen volunteers appointed by the City Council.

## 6. Scope of Work

On July 19, 2021, the City will begin accepting letters of intent from local organizations interested in contracting with the City to provide social services, for eligible persons, to address issues related to Basic Needs.

### 6.1 Contract Period

<i>General Basic Needs Services</i>	FY2022 (January 1 - December 31, 2022) with the option to renew for one additional year (FY2023)
<i>Winter Emergency Shelter Capacity</i>	FY2022 (December 1 - March 31, 2022)

### 6.2 Funding Available (subject to budget appropriations)

<i>General Basic Needs Services</i>	\$580,896.00
<i>Winter Emergency Shelter Capacity</i>	\$75,000.00

### 6.3 Eligible Social Services

The following social services from the *Taxonomy of Services* (Appendix B) will be considered in response to this RFP:

Taxonomy		Requirements
#	Service	
1.1	Community Gardens	Must be provided to eligible households
1.2	Congregate Meals	Must be provided to eligible adults
1.4	Grocery Shopping and Delivery	Must be provided to eligible homebound adults
1.5	Home Delivered Meals	Must be provided to eligible homebound adults
1.6	Household Gardens	Must be provided to eligible households
1.9	Supplemental Food	Must be provided to eligible households

1.10	Supplemental Food Delivery	Must be provided to eligible homebound adults
4.9	Behavioral Health Assessment	Must be provided to eligible adults
4.10	Behavioral Health Evaluation	Must be provided to eligible adults
4.14	Substance Use Disorder Assessment	Must be provided to eligible adults
4.17	Group Therapy- Adult	Must be provided to eligible adults
4.19	Individual Therapy- Adult	Must be provided to eligible adults.
5.17	24-Hour Emergency Shelter	Must: <ul style="list-style-type: none"> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
5.18	Domestic Violence Shelter	Must: <ul style="list-style-type: none"> <li>• Must participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
5.19	Homeless Drop-In Center	Must: <ul style="list-style-type: none"> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
5.21	Overnight Emergency Shelter	Must: <ul style="list-style-type: none"> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
5.22	Transitional Shelter	Must: <ul style="list-style-type: none"> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> </ul>
7.1	Legal Services	Must: <ul style="list-style-type: none"> <li>• Must address domestic/sexual violence or housing</li> <li>• Be provided to eligible adults</li> </ul>
9.2	Behavioral Support Services	Must be provided to eligible adults
9.8	Companionship	Must be provided to eligible adults
9.10	Domestic/Sexual Violence Education	Must be provided to eligible adults
9.22	Support Groups	Must be provided to eligible adults
10.7	Service Coordination	Must: <ul style="list-style-type: none"> <li>• Address housing stabilization or rapid re-housing</li> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> </ul>

		<ul style="list-style-type: none"> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
10.8	Street Outreach	<p>Must:</p> <ul style="list-style-type: none"> <li>• Provide service as a member of and in conjunction with the Columbia Homeless Outreach Team (CHOT)</li> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
10.9	Advocacy	<p>Must:</p> <ul style="list-style-type: none"> <li>• Must address domestic/sexual violence</li> <li>• Be provided to eligible adults</li> </ul>
10.11	Case Management	<p>Must address aging, disability, interpersonal violence, or housing. If housing, must:</p> <ul style="list-style-type: none"> <li>• Utilize the Missouri Balance of State Continuum of Care HMIS</li> <li>• Participate in the Missouri Balance of State Continuum of Care and Columbia/Boone County Functional Zero Task Force coordinated entry process</li> <li>• Be provided to eligible adults</li> </ul>
10.15	Crisis Intervention	<p>Must:</p> <ul style="list-style-type: none"> <li>• Address crises related to interpersonal violence and/or mental health</li> <li>• Be provided to eligible adults</li> </ul>

#### 6.4 Required Outcomes

Each of the eligible services proposed to be contracted by the City must be attributable to one or more of the required common outcomes from the *Common Outcomes* (Appendix C).

#### 6.5 Ineligible Activities

For detailed information regarding ineligible activities, please reference Section VII. of the *City of Columbia Social Services Funding Guidelines* (Appendix A).

### 7. Requirements

For detailed information regarding organization and program service requirements, please reference Section VIII. of the *City of Columbia Social Services Funding Guidelines* (Appendix A).

### 8. Information Session

An information session on the RFP FY2022 Social Services will be held:

Tuesday, July 20, 2021

10:00 a.m.

Teleconference Option	In-Person
Email <a href="mailto:humanservices@como.gov">humanservices@como.gov</a> to request link.	Department of Public Health and Human Services 1005 W. Worley St. Community Training Room

*Please Note:* Interested parties are strongly encouraged to participate in this information session.

## 9. Letter of Intent

Organizations interested in submitting a proposal to contract with the City for social services must first complete and submit a *Letter of Intent form*, which is included with this RFP as Attachment 1. The purpose of the letter of intent process is to:

- Determine the anticipated number of applicant organizations and proposals and the scope of the proposals
- Allow commission site visits to be scheduled, per Section 11.3 of this RFP

Instructions for submitting a letter of intent are included on the *Letter of Intent form* (Attachment 1).

The deadline to submit a letter of intent is 5:00 p.m. on July 30, 2021.

## 10. Proposal Submission

Proposal forms will be made available to applicant organizations based on the submission of a letter of intent, per Section 9. of this RFP.

The City utilizes a web-based funding management system, through which proposals to contract with the City to provide social services must be submitted. The system can be accessed from the City's social services RFP web page:

<https://www.cómo.gov/health/social-services-funding/>

For questions about accessing and/or using the system or to report technical difficulties, please contact DHS, per Section 13 of this RFP.

### 10.1 Proposal Submission Requirements

For detailed information regarding program submission requirements, please reference Section IX. of the *City of Columbia Social Services Funding Guidelines* (Appendix A).

### 10.2 Deadline to Submit Proposals

The deadline to submit a proposal is 5:00 p.m. on August 31, 2021.

## 11. Proposal Review

The following are the components of the process by which proposals submitted in response to this RFP will be reviewed.

### 11.1 Notification of Proposals Submitted

By 5:00 p.m. on September 1, 2021, DHS will notify applicants and make public the proposals submitted by the deadline.

### 11.2 Initial Review of Proposals

DHS will review proposals submitted by the deadline for responsiveness before forwarding the proposals to the HSC for review. Proposals will be considered unresponsive if they are not complete and/or do not include the required documents. Any proposal deemed unresponsive will be ineligible for further consideration. DHS will notify applicants and make public the status of proposals by 5:00 p.m. September 3, 2021.

### 11.3 Commission Site Visits

Applicant organizations must agree to allow and facilitate a site visit by representatives of the HSC, per Section IX. of the *City of Columbia Social Services Funding Guidelines* (Appendix A). The purpose of the site visit is to allow the commission to observe and assess the environment in which the services proposed to be contracted by the City will be provided.

Commission site visits will be conducted September 7 – October 11, 2021. DHS will contact applicant organizations individually to schedule site visits based on the information provided by the applicant in

the *Letter of Intent form* (Attachment 1). In the event that the applicant does not submit a proposal or a proposal is found to be unresponsive, the applicable site visit will be cancelled.

**Please Note:** Failure to comply with the commission site visit process will result in proposals being deemed unresponsive and ineligible for consideration.

#### **11.4 Review of Responsive Proposals**

All responsive proposals will be reviewed by the HSC and DHS. DHS and the HSC will document issues with proposals which will be communicated to applicants for winter emergency shelter capacity by 5:00 p.m. on October 13, 2021 for response by 5:00 p.m. on October 20, 2021 and to applicants for general basic needs services proposals by 5:00 p.m. on October 15, 2021 for response by 5:00 p.m. on October 25, 2021.

#### **11.5 Proposal Ratings**

The HSC utilizes standardized rating criteria in reviewing all responsive proposals, as outlined in the *Social Services Proposal Rating Criteria* document included with this RFP as Appendix D. Proposal ratings will be factored into the development of the contract recommendations.

#### **11.6 Preliminary Contract Recommendations**

Based on the review and rating of responsive proposals, the HSC and DHS will develop preliminary FY2022 contract recommendations to the City Council. DHS will notify applicants and make public these recommendations by 5:00 p.m. on October 21, 2021 for winter emergency shelter capacity proposals and 5:00 p.m. on November 10, 2021 for general basic needs services proposals.

The recommendations may include contingencies which must be satisfied in order for these program services to be considered for new contracts and contract renewals. As applicable, contingencies will be communicated to applicants for their response. Detailed instructions and a deadline for response will be included in the contingency communication to applicants.

### **12. Contracts**

For details regarding contract requirements, payments, reporting and duration, please refer to Section X. of the *City of Columbia Social Services Funding Guidelines* (Appendix A). A sample Standard Social Services Contract is included with this RFP as Appendix E. If contracted social services involve personally identifiable protected health information, providers may be required to enter a Business Associate Agreement for Social Service Providers attached to this RFP as Exhibit F. For contracts exceeding \$5,000, providers must submit an affidavit which affirms that it is in compliance with Section 285.525 – 285.550 RSMo, the state statute pertaining to the hiring of unauthorized aliens. The Work Authorization Affidavit is attached to this RFP as Exhibit G. The provider must also submit documentation of participation in a federal work authorization program.

#### **12.1 Contract Offers**

Based on the preliminary contract recommendations and the satisfaction of contingencies on those recommendations, DHS will issue contract offers for winter emergency shelter capacity by 5:00 p.m. on October 22, 2021 and for general basic needs services by 5:00 p.m. on November 12, 2021. This will be considered an offer to engage applicants for services, which may be withdrawn, if partially executed contracts and/or renewal offers are not returned by the deadline of 5:00 p.m. on October 29, 2021 for winter emergency shelter capacity and 5:00 p.m. on December 3, 2021 for general basic needs services.

#### **12.2 Contract Awards**

All contracts will be subject to the approval of the Columbia City Council and budget appropriations. It is anticipated that the City Council will consider the recommended FY2022 social services contracts for winter emergency shelter capacity at its meeting on November 15, 2021 and general basic needs services at its meeting on December 20, 2021.

### **13. Contact**

For questions, further information and/or accommodation related to disability, please contact:

Division of Human Services

1005 W. Worley Street

P.O. Box 6015

Columbia, Missouri 65205-6015

V 573.874.7488

E-mail: [humanservices@como.gov](mailto:humanservices@como.gov)

Web: <https://www.como.gov/health/social-services-funding/>